

# Worksession

<b>Agenda Item #</b>	10
<b>Meeting Date</b>	3/07/05
<b>Prepared By</b>	Catherine Waters, City Clerk
<b>Approved By</b>	Wayne Hobbs Deputy City Manager

<b>Discussion Item</b>	Resolution revising Council Policy Related to Advertising Committee Vacancies
<b>Background</b>	<p>On April 8, 2002 the Council adopted Resolution 2002-24 “Council Policy regarding Public Notice of Establishment of and Vacancies on Council-Appointed Committees, Boards, Commissions and Task Forces.”</p> <p>Resolution 2002-24 specifically requires that notification be via the City’s <i>Newsletter</i>. Experience has demonstrated that occasions may arise when the timing of the <i>Newsletter</i> publication does not coincide with needed establishment of and/or appointments to committees.</p> <p>Most recently, this matter was discussed on December 13, 2004 with respect to appointments to the Citizens Liaison Committee to the Community Center, just prior to the Council recessing for its Holiday Recess—yet, not wanting to postpone the work of the committee during the period of the recess.</p> <p>All Council-appointed committees are subject to City of Takoma Park Administrative Regulation 95-01, which outlines the procedures by which certain statutory committees meet the requirements of the Open Meetings Act, including proper public notice and written minutes of meetings.</p>
<b>Policy</b>	The Council may revise an existing resolution by adopting a resolution with amendments to the original resolution.
<b>Fiscal Impact</b>	None. ( <i>Exception: Council directs that notice of establishment of or vacancies on a committee be advertised in a news publication that incurs a cost – variable, based on content of notice and the fee structure of the publication.</i> )
<b>Attachments</b>	Administrative Regulation #95-01 Resolution 2002-24 Draft Resolution
<b>Recommendation</b>	Council to discuss draft resolution and proceed with consideration for adoption on March 14, 2005.
<b>Special Consideration</b>	

Introduced by:

**RESOLUTION #2005-\_\_\_\_\_**

**Revision to Council Policy regarding Public Notice of Establishment of and Vacancies on Council-Appointed Committees, Boards, Commissions and Task Forces as Relates to Notice and Advertisement**

WHEREAS, the Council adopted Resolution 2002-24 (dated April 8, 2002) which set forth the Council's policy regarding public notice of establishment of and vacancies on Council-appointed committees, boards, commissions and task forces; AND

WHEREAS, there is an emphasis on broad inclusion, facilitated by timely use of diverse methods of notification of vacancies; AND

WHEREAS, existing policy requires that any vacancy(s) be advertised in the City's Newsletter, inviting applicants for the position(s); AND

WHEREAS, occasions may arise upon which establishment of and appointments to committees may be necessary outside of the timing of the notification process as defined in Resolution #2002-24 (i.e., not within the publication deadlines of the City's *Newsletter*); AND

WHEREAS, in such instances, the Council will direct staff to utilize other communication venues including, but not limited to, the City's web site, cable, e-mail group that subscribes to weekly postings of the agenda/rolling agenda, and direct Councilmember contacts.

NOW, THEREFORE, BE IT RESOLVED THAT the Council of Takoma Park, Maryland, hereby adopts this Resolution setting forth an extension of the policy regarding public notice of the establishment of and vacancies on Council-appointed bodies; AND

BE IT FURTHER RESOLVED THAT the City staff will be responsible for implementing the policy.

ADOPTED this \_\_\_\_\_ day of March, 2005.

ATTEST:

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Catherine E. Waters, City Clerk

Introduced by: Councilmember Stewart

## **RESOLUTION #2002-24**

### **Council Policy regarding Public Notice of Establishment of and Vacancies on Council-Appointed Committees, Boards, Commissions and Task Forces**

WHEREAS, from time-to-time, the City Council may desire to establish a citizens committee, board, commission or task force, in addition to those already prescribed by the City Code, to advise the Council on specific matters and/or carry-out a defined mission; AND

WHEREAS, it is the Council's intent to fully inform residents, business owners and other stakeholders in the City of the public body that is being established, its genesis, membership composition and mission, and to extend an invitation to persons who are interested, to apply for appointment to the body; AND

WHEREAS, various members of City staff act as liaisons to the different Council bodies, largely depending on the focus of the individual citizens group; AND

WHEREAS, there is a need to set a consistent process by which the public will be notified of the establishment of and vacancies on Council-appointed committees, boards, commissions and task forces, since the staff responsibility varies with each public body; AND

WHEREAS, once the Council has directed that a public body be established, notice of the intention to establish the body, some background regarding the need for the body, an explanation of its mission and a description of the membership composition, will be published in the City's *Newsletter*; AND

WHEREAS, the deadline for submission of applications will occur no less than 30 days following publication of the notice; AND

WHEREAS, the *Newsletter* article will identify the staff liaison to the citizens group and invite interested persons to submit a letter of interest and resume (or summary of qualifications) to the City; AND

WHEREAS, any deadline for submission of applications will also be noted in the article; AND

WHEREAS, the staff liaison will be responsible for coordinating with the City Clerk's Office a date on the Council's agenda when applicants can be interviewed by the City Council; AND

WHEREAS, following the interviews of candidates and any needed discussion by Council, a

date will be set for the Council's consideration of a Resolution effecting appointments to the public body; AND

WHEREAS, once appointments are effective as prescribed by the Resolution, the staff liaison will be responsible for notifying all applicants, whether appointed or not, of the names of the persons appointed by the Council to the committee, board, commission or task force; AND

WHEREAS, in the case of public body members with defined terms, the staff liaison will notify a member prior to his/her term expiration and inquire about his/her continued interest in service on the body; AND

WHEREAS, notice of all vacancies will be placed in the City's Newsletter, including a potential vacancy that would arise when a member's term expires, regardless of whether the incumbent member has expressed interest in continued service; AND

WHEREAS, the notice will encourage interested persons to apply for appointment along with any person(s) who may be seeking reappointment.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of Takoma Park, Maryland, hereby adopts this Resolution setting forth the policy regarding public notice of the establishment of and vacancies on Council-appointed bodies; and

BE IT FURTHER RESOLVED THAT the City staff will be responsible for implementing the policy.

ADOPTED this 8<sup>th</sup> day of April, 2002.